



Welcome to the AMERICAN CENTER INFORMATION RESOURCE CENTER

The American Center Information Resource Center (IRC) provides information and resource materials about the United States through a program of reference and lending services. This brochure aims to help patrons make the best use of the Center and its resources by explaining what materials are available and how to use them. If you need further information, please do not hesitate to ask any of the IRC staff for assistance.

All patrons with an interest in the United States are welcome to use the IRC, but only members are allowed to borrow materials.

HOURS

The Information Resource Center is open five days a week, as follows:

Tuesday - Wednesday 9:00 A.M. to 4:00 P.M.
Thursday 9:00 A.M. to 7:30 P.M.
Friday - Saturday 9:00 A.M. to 4:00 P.M.

MEMBERSHIP

Anyone who has completed the 10th Standard (graduation from high school) is eligible to become a member of the Information Resource Center.

Application forms may be obtained free of charge at the American Center guard gate during regular business hours. The form must be completed, signed by a reliable guarantor, and submitted (Saturdays only) along with two recent photographs and a processing fee of kyats 500. If the applicant is eligible to join the Information Resource Center, a membership card will be issued.

The membership card is not transferable and may be used only by the member. Members must show their cards to borrow materials.

THE COLLECTION

The Information Resource Center Collection of over 9000 books focuses on U.S. society and culture, with an emphasis on the social sciences. Books on U.S. government, economy, business, English language, education, history, literature and the arts, and science and the environment are also available. There is also a collection of 300 audiotapes (English language) and 800 videotapes. More than 70 U.S. periodicals in a wide range of fields are available in the periodical section.

All non-reference works, including videotapes and about two-thirds of the audiotapes, are available for loan. Reference books and periodicals do not circulate and must be used in the IRC.

Members may borrow one book at a time for

a two-week loan period and one videotape or one audiotape for a one-week loan period.

FINES FOR OVERDUE MATERIALS

The fine for overdue books is fifty (50) kyats per day; for videotapes or audiotapes the fine is one hundred (100) kyats per day.

Members are responsible for any material lent to them. Members must pay the IRC for any materials lost or damaged while in their care.

If a member is unable to pay for the material lost or damaged, the guarantor has the responsibility to pay, and membership of the borrower will be revoked.

HOW TO FIND A BOOK

COMPUTERIZED CATALOG

A PC is provided for our patrons to search and access the IRC collection. Patrons can search for materials by author, title or subject. The full catalog listing of the material, including information as to whether it is reference or circulation, and whether it is checked out or on the shelf, will be displayed.

SHELVES

Books are arranged on the shelves in numerical order according to the Dewey Decimal Classification System. Shelves are numbered accordingly.

REFERENCE

BOOKS:

Reference books are to be read in the Reference Section and not taken to another

room. All reference works are marked “REF” regardless of their numerical designation or location; they do not circulate. Oversized reference books such as atlases may be kept in other sections of the IRC but are marked “REF” indicating they are non-circulating.

CD-ROM SERVICE and PROQUEST:

Two multimedia PCs and various titles of CD-ROM and ProQuest (General Periodical Service on CD-ROM) are also available for reference to anyone working on a specific research project or reference question. There is a charge of twenty (20) kyats per page for any material printed from the CD-ROM. If you want to use the CD-ROM, please consult any IRC staff.

REFERENCE QUESTIONS:

Patrons with specific reference questions or who are looking for material on a specific subject should consult the IRC staff. Telephone inquiries are accepted (223106/223140, ext. 303 or 332 or 333).

VOA SPECIAL ENGLISH PROGRAMS:

Audiotapes from VOA Special English Programs such as “Words and Their Stories” and “American Short Stories” are available for listening in the IRC. Patrons may use a cassette player and audiotape for a maximum of one hour at a time.

PERIODICALS

Periodicals are arranged in alphabetical order by title in the main reading room. The collection includes popular magazines, news magazines, scholarly and professional journals, and medical journals, all published in the United States. Inter-

national newspapers (dailies and weeklies) are available in the periodical section.

CIRCULATING MATERIALS

BOOKS:
Books may be borrowed for a loan period of two weeks. If a member wants to extend, the loan may be renewed for an additional two weeks if the book has not been reserved by another member. Members may reserve books or other materials at the Circulation Desk.

AUDIOTAPES:
English language books and audiotope sets are available for loan in the circulation section. Members may borrow one set at a time for a loan period of one week.

VIDEOTAPES:
Videotapes on American history, society, science and the environment, medicine, music and literature, and travels in the U.S. are also available. Members may borrow a videotape for one week but not simultaneously with an audiotope. Videotapes are for home viewing only and may not be copied or shown commercially.

STUDY IN THE U.S. ADVISING MATERIALS

Guides to study in the United States are available in a special “Study in the U.S.” section. Patrons should inquire at the circulation desk if they want to look at a particular catalog. A limited number of catalogs are also available on the shelves in the “Study in

the U.S.” section. Brochures with general information on studying in the U.S.A. are available to interested patrons.

STUDENT ADVISING
If you need to consult the student advisor about studying in the United States, one of the Program Support Section staff member will make an appointment for you.

LANGAUAGE LAB.
TOEFL, GRE and GMAT Practice Test Books (with or without audiotapes) are available for study in the **Eleanor Roosevelt Language Lab** but cannot be borrowed. Because of the demand for the cassette players at the IRC, patrons are allowed to bring their own Walkman cassette players for listening to TOEFL practice exercises.

Brochures on registering for the TOEFL (Test of English as a Foreign Language) and other standardized tests such as the GRE (Graduate Record Exam) and the GMAT (Graduate Management Admission Test) are available at the Circulation Desk.

Some TOEFL, GRE and GMAT practice books are allowed to check out only on Thursday.

IRC ORIENTATION

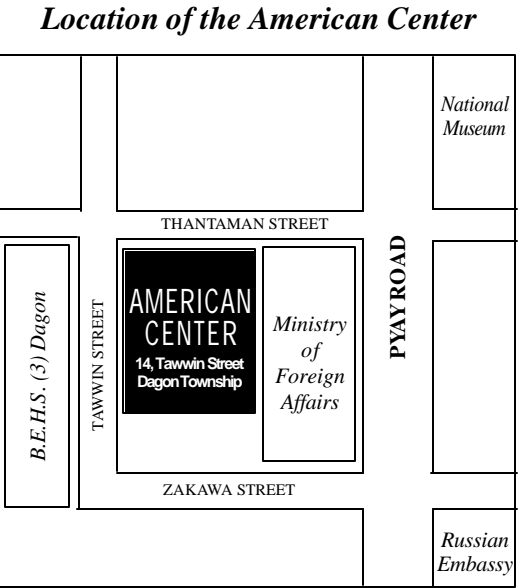
To enable our new members to make the best use of our resources, the American Center IRC staff conducts an IRC Orientation Program once a month (usually the third Monday). Participation is limited to the first thirty members who sign up at the circulation desk.

INTERNET TERMINAL USAGE ADVISING

The IRC staff conducts weekly orientation sessions for students on Internet terminal usage. IRC is prepared to assist its patrons in using this information in order to prepare and submit applications to study at a college or university in the United States.

PHOTOCOPYING SERVICE

Photocopying services are available Tuesday through Saturday from 9:00 A.M. to 3:00 P.M. for single copy reproduction for educational use only. Charges are ten (10) kyats per page for letter size and fifteen (15) kyats per page for letter size with photographs.



Welcome to the
**AMERICAN
CENTER
INFORMATION
RESOURCE
CENTER**


AMERICAN CENTER
14 TAWWIN STREET, DAGON TOWNSHIP
PHONE: 223106, 223140